

**Safety/Hazmat Committee Meeting**  
**October 23, 2012**  
**1:00 pm**

**Present:**

*Priscilla Bartholomew*

*Nicole Boyer*

*Bruce Farnham*

*Anne McCown*

**The committee met and discussed the following action items:**

- **Driving on Campus**—The committee discussed the enforceability of the driving on campus. If the public safety cannot enforce the rule, it “wastes their time”. Cliff recommended we create an enforceable rule. Anne McCown recommends discussing the issue again when there are more members of the safety committee to make a decision.
- **Loss Allocation Program**—Anne McCown discussed that the costs for claims and losses would be returned to the department it happened in, in order to allocate losses. Anne asked if safety is promoted by College Presidents. Bruce responded that it isn’t brought up during convocation.
- **Injury Report**—The committee discussed footwear policy due to 3 separate injuries from employees. We do not have a footwear policy at the District. Anne responded that it would be acceptable to create a footwear policy to require closed toe shoes. Priscilla added that an employee should be able to run in the footwear.
- **Safety on Campus**— We received new AED supplies for all 3 locations. All AEDs will be up to date.

Due to the discussion last month regarding electronic connections in the LRC and possible hazards associated with those connections, the Safety Committee discussed a possible policy for students bringing in their own equipment in the LRC at Grossmont. Last month the committee discussed an electric shock injury that occurred from a student utilizing their own surge protector. The LRC only provides white surge protectors. Anne asked if the committee should send out a memo that students aren’t to use their own equipment. Bruce asked about implementation of the policy.

- **Safety Training/Inspections**— We received a request for forklift training from Cuyamaca for 3 employees. Priscilla asked if they need a forklift in their department. Anne will check into the necessity of needing a forklift. We asked Bruce who requested the training. Bruce does not have the required 15 people to get trained, but confirmed that we definitely need to train the two people on forklift training. Bruce added that we need a record that proves they had training. Nicole Boyer will provide Bruce a copy of whom has been trained in forklift.

Employee safety training will be offered online. Bruce asked how we will be able to document who did not attend the training. Anne replied that we will have an excel file that stores the online training information.

Anne shared American Training Resources videos. Anne said if we have a need for videos, this is a good source of training. We need to train all employees on the change from MSDS to SDS. The videos cost a lot, but these were high quality videos.

Meeting adjourned 2:00 pm.

**NEXT MEETING: November 27, 2012 DACR 1:00-2:30 pm**

Any questions regarding the above topics, or to include additional agenda items for the next meeting should be routed to Anne McCown at [Anne.McCown@gcccd.edu](mailto:Anne.McCown@gcccd.edu).